

Personnel Committee Meeting

Wednesday, July 15, 2026 1:00 PM

KCSD Administration Board Room, 86 Administration Drive, Mill Hall, PA 17751

1. Meeting Opening	Speaker (s) : Chair, Mr. Christopher Scaff
1.A. Call to Order	
2. Discussion	
2.A. Open Positions	Speaker (s) : Justin Evey, HR Director
2.B. Curriculum Director and Food Services Supervisor Discussion	Speaker (s) : Justin Evey, HR Director
2.C. Emotional Support Teacher Job Descriptions	Speaker (s) : Justin Evey, HR Director
2.D. 26-27 ACCE Payscale and Teacher Placement	Speaker (s) : Justin Evey, HR Director
2.E. Language Interpreter	Speaker (s) : Justin Evey, HR Director
2.F. Monthly Personnel Board Report Template	Speaker (s) : Justin Evey, HR Director
3. Future Discussions	
4. Future Meeting	
4.A. Meeting time and dates	Speaker (s) : Chair, Mr. Christopher Scaff
5. Adjournment	
6. Executive Content	

Category	Job Title	Reason for Filling	Location	Date Posted	Closing Date	Interview Date
Professionals						
	Music Teacher	Resignation	Mill Hall Elem/CMMS	5/28/2026-internally 6/3/2026-Externally	Open until filled	
	Title I Interventionist	Retirement	Robb Elementary	6/29/2026-Internally 7/6/2026-Externally	Open until filled	
	Emotional Support	Anticipated Resignation	CMMS	7/6/2026	Open until filled	
	4th Grade	Anticipated Resignation	Robb Elementary	7/6/2026	Open until filled	
	Art	Anticipated Resignation	Bucktail Campus			
	Reading Interventionist	Anticipated Resignation	CMMS			
Administrators						
	Curriculum Director	Resignation	Administration	Not currently posted		
	Food Services Supervisor	Retirement	Administration	7/6/2026	Open until filled	
	Network Systems Administrator	Resignation	Administration	7/6/2026	Open until filled	
	Cafeteria Manager	Resignation	Administration	7/6/2026	Open until filled	
Secretaries						
	Benefits Secretary	Resignation	Administration	Not currently posted - just recieved		
Support Staff						
	Title I Building Assistant	New Position due to increased Title funds	Renovo Elementary	6/29/2026	Open until filled	
	Behavioral Intervention Assistant	vacancy due to transfer	Central Mountain High School	7/6/2026	Open until filled	
	Cafeteria Worker	Resignation	Central Mountain High School	5/29/2026	Open until filled	
	Cafeteria Worker	Retirement	Mill Hall Elementary	4/21/2026	Open until filled	
	Building Assistant	Resignation	Woodward Elementary	7/6/2026	Open until filled	
	Building Assistant	Vacancy due to transfer	Robb Elementary	7/6/2026	Open until filled	
	210 Custodian	Resignation	Central Mountain High School	12/31/2025	Open until filled	
	210 Custodian	Resignation	Central Mountain Middle School	12/5/2025	Open until filled	
	260 Custodian	vacancy due to transfer	Central Mountain Middle School	7/6/2026	Open until filled	
	210 Custodian	vacancy due to transfer	Mill Hall Elementary	7/6/2026	Open until filled	
	LPN Assistant	Retirement	Itinerant	4/6/2026	Open until filled	
	LPN Assistant	Retirement	Itinerant	4/6/2026	Open until filled	
Security						
Long Term Substitutes						
	Social Studies	due to Leave of Absence - Full Year	Central Mountain High School	7/6/2026		
	Spanish Teacher	due to Leave of Absence - Full Year	Central Mountain Middle School	7/6/2026		
	Learning Support	due to Leave of Absence - Full Year	Renovo Elementary School	7/13/2026		

KEYSTONE CENTRAL SCHOOL DISTRICT POSITION DESCRIPTION

TITLE:	Director of Curricular Innovation
QUALIFICATIONS:	The successful candidate will hold a master's degree in curriculum and instruction, educational leadership or related field. A K-12 administrative certificate is required.
REPORTS TO:	Superintendent
SUPERVISES:	Supervisor of Technology Network Systems Administrator District Program Leaders Federal Programs Curriculum Secretary
JOB GOAL:	To lead the district curriculum development process, K-12 instructional programs, K-12 professional learning, instructional technology, and federal programs for continuous improvement of student growth and achievement.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate and provide leadership for the curriculum development cycle, new course adoption, the selection of curricular resources and instructional technology.
2. Coordinate professional learning for all professional staff in conjunction with members of the administrative team.
3. Supervise district program leaders (DPL's) in the curriculum development process and professional learning. Prepare monthly meeting agendas and include updates on current educational issues and trends.
4. Responsible for oversight of federal programs and services, the preparation of applications, completion of statistical, financial and assessment information.
5. Oversees the creation of the secondary course catalogue and online learning program offerings in collaboration with the online learning principal.
6. Lead the district induction program for new teachers.
7. Create a district framework for innovation and education using technology to transform learning.

8. Support district administrators in creating, monitoring, and evaluating professional improvement plans.
9. To collaborate with district administrators for successful operation of network systems.
10. Other duties as assigned by the superintendent.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

In accordance with the instructional administrators' compensation plan.

Adopted by the Board of Directors on January 9, 2020.

**KEYSTONE CENTRAL SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Food and Nutrition Service Supervisor
QUALIFICATIONS:	Bachelor’s degree in food service management or nutrition and dietetics. Masters degree and/or Registered Dietitian preferred. Serv Safe Certification required.
REPORTS TO:	Business Manager
SUPERVISES:	Cafeteria Managers, General Cafeteria Workers, Food Service Secretary
JOB GOAL:	Provide nutritious meals for all students following state and federal guidelines, as well as operating a financially-sound program

PERFORMANCE RESPONSIBILITIES:

- 1 Plan, create, and recommend goals, policies, and programs for the food and nutrition service department and administer all district food service programs in accordance with district policies.
- 2 Develop and administer department budget with the assistance of supervisor. Balance food and nutrition service fund monthly.
- 3 Help ensure food and nutrition service department operates on a sound financial basis.
- 4 Develop and operate special government food subsidy programs and prepare necessary reports.
- 5 Supervise the preparation of management and statistical information, perform analysis, and prepare necessary reports and recommendations.
- 6 Develop clear functional specifications and detailed bid system for food, supplies, and equipment utilized by the food and nutrition service program.
- 7 Determine maintenance needs of all food service areas and arrange for maintenance services.
- 8 Supervise and plan banquets or meals for special school events.
- 9 Develop and create school breakfast, lunch, snack, and ala carte menus for all schools, supervise each cafeteria manager’s adherence to the menu plan.
- 10 Plan and supervise preparation and serving of meals at all schools.
- 11 Integrate and utilize USDA commodities into food and nutrition service program.
- 12 Establish and monitor standards for efficient, sanitary and safe practices with food preparation.
- 13 Interview and hire candidates for department positions. Recommend appointments, transfers, promotions, and disciplinary action to business manager.
- 14 Direct, supervise, and evaluate performance and operation of all cafeteria managers. Include building

administrator input for cafeteria manager evaluations.

- 15 Coordinate personnel assignments and duties in all schools with cafeteria managers.
- 16 Maintains Pennsylvania Department of Education/Commission on Dietetic Registration required continuing education credits.
- 17 Supervise and assist cafeteria managers in providing food and nutrition service employees with in-service training on the use and care of equipment, inventory control of supplies, portion control, sanitation, and cash handling.
- 18 Interpret state and federal guidelines and regulations to district administration.
- 19 Attend meetings such as administrative team, school board, and professional organization meetings as needed.
- 20 Develop and direct an effective public relations program.
- 21 Chair Student Wellness Committee and complete triennial wellness policy assessment. Integrate student and public suggestions into food and nutrition service program as appropriate.
- 22 Review and approve monthly menu instruction sheets.
- 23 Responsible for all Pennsylvania Department of Education reports related to the school breakfast and lunch programs.
- 24 Work with district and state auditors in auditing the school meal program.
- 25 Manage and assist with food ordering for all schools.
- 26 Schedule personnel for concession stands at CMHS and CMMS for all home events.
- 27 Create and manage an inventory tracking system for concession stands at CMHS and CMMS.
- 28 Perform other duties as assigned.

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TERMS OF EMPLOYMENT:

In accordance with the non-instructional administrator compensation plan. Adopted by the Board of Directors on March 11, 2021.

AN EQUAL OPPORTUNITY EMPLOYER TITLE IX 1972 EDUCATIONAL AMENDMENT

**KEYSTONE CENTRAL SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Teacher
QUALIFICATIONS:	As established by state certifications laws and regulations
REPORTS TO:	Principal
SUPERVISES:	Not applicable
JOB GOAL:	To facilitate student intellectual, social, emotional, and physical growth and to enable each student to contribute to the fulfillment of their potential as an able and responsible citizen.

PERFORMANCE RESPONSIBILITIES:

1. Positively collaborates with other staff members in the educational process and assists with the smooth operation of the building.
2. Displays an interest in and participates in the total school program.
3. Exhibits enthusiasm, dependability, punctuality, consistent and regular attendance, and active participation in assigned teaching, instructional and non-instructional duties, attendance at meetings, and in the use and care of equipment and facilities.
4. Displays positive personal traits, such as neatness, integrity, character, good citizenship, respect for others, honesty, and responsibility and acts as an appropriate role model for students.
5. Abides by the Pennsylvania school laws and regulations, federal and state laws and regulations governing educational and civil rights of students and others, Child Protective Services Act, and the terms of the collective bargaining agreement.
6. Upholds and enforces school rules, administrative regulations, board policies and maintains confidentiality.
7. Dresses in a professional manner appropriate for the position so as to serve as a role model for the students.
8. Works cooperatively with and maintains open lines of communication with administrators, parents, students, staff members, and the general public.
9. Participates in curriculum review and redesign (Instructional Design Cycle) as required by department, subject area, or grade level.
10. Participates in an ongoing staff development program to enhance professional competence, and abides by state law and regulations regarding continuing education.
11. Integrates Chapter 4 Regulations and the Keystone Central School District Strategic Plan into the instructional program.

12. Incorporates the philosophy, objectives and expectations of the teacher performance appraisal plan in the attainment of professional goals.
13. Uses instructional design as the basic structural framework for the development of instructional programs and works toward the achievement of the standards.
14. Promptly develops, maintains and accurately completes all required written records and reports within established time lines.
15. Creates and utilizes a variety of instructional strategies to attain lesson objectives and to provide students with opportunities which extend beyond the classroom.
16. Diagnoses and evaluates student abilities and progress to develop effective instructional strategies to help students meet instructional objectives and provides timely feedback to students concerning their progress.
17. Recognizes and uses appropriate technology relevant to the curriculum taught.
18. Establishes an educational environment to emphasize a multi-cultural understanding within the classroom.
19. Promotes and utilizes a proactive, positive, and constructive approach in dealing with conflict.
20. Is familiar with and complies with all students' IEPs, service plans, action plans, or other administratively-approved adaptations, and appropriately accommodates disabilities in accordance with applicable laws and regulations.
21. Demonstrates understanding and concern for each student in meeting his or her educational needs, including the recommendation for the evaluation of students thought to be exceptional or in need of special education, gifted education or accommodations.
22. Must exercise confidentiality at all times.
23. Performs other job-duties as may be assigned.

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TERMS OF EMPLOYMENT:

In accordance with the professional employees' compensation plan.

Adopted by the Board of Directors on _____.

Schedule A—Professional Compensation
2026-2027

From Top	Steps	B	M	M12	M24	M36	M48	M60	Doc
16	1	60,600	63,400	64,450	65,500	66,550	67,600	68,700	70,900
15	2	61,500	64,300	65,350	66,400	67,450	68,500	69,600	71,800
14	3	62,400	65,200	66,250	67,300	68,350	69,400	70,500	72,700
13	4	63,300	66,100	67,150	68,200	69,250	70,300	71,400	73,600
12	5	64,200	67,000	68,050	69,100	70,150	71,200	72,300	74,500
11	6	65,110	67,910	68,960	70,010	71,070	72,130	73,210	75,410
10	7	66,806	69,606	70,656	71,706	72,771	73,831	74,906	77,106
9	8	68,506	71,306	72,356	73,406	74,471	75,531	76,606	78,806
8	9	70,206	73,006	74,056	75,106	76,171	77,231	78,306	80,506
7	10	71,906	74,706	75,756	76,806	77,871	78,931	80,006	82,206
6	11	73,606	76,406	77,456	78,506	79,571	80,631	81,706	83,906
5	12	75,306	78,106	79,156	80,206	81,271	82,331	83,406	85,606
4	13	77,006	79,806	80,856	81,906	82,971	84,031	85,106	87,306
3	14	79,750	82,550	83,600	84,650	85,715	86,775	87,850	90,050
2	15	82,500	85,300	86,350	87,400	88,465	89,525	90,600	92,800
1	16	85,250	88,050	89,100	90,150	91,215	92,275	93,350	95,550
Top	17	88,000	90,800	91,850	92,900	93,965	95,025	96,100	98,300

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Date Accepted	First Name	Last Name	Years of Service	Position Accepted
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Position Vacated	Fill Reason	New Vacant Position	Board Agenda
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Notes

Month	Contract	Type	First Name	Last Name
July 2025	Professional	Resignation		
	Act 93 Support			
August	Professional			
	Support			
September	Professional			
	Support			
October	Act 93 Support Support Support Support Support Support			
November	Support Support Support Support			
December	Support			
	Act 93			
	Professional			
January 2026	Support Support Support Support			
	Administrator			
February	Support Support Support			
March				

August

Support
Support

School &Current Assignment	Years of Service	Last Day in District
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Board Approval Date	POST OR ATTRITION	Termed in TT and Frontline
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Category	Job Title	Reason for Filling	Location	Date Posted	Closing Date	Interview Date
Professionals						
Administrators						
Secretaries						
Support Staff						
Security						
Long Term Substitutes						